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E.O. 12958: N/A
TAGS: [OTRA](#) [AO](#) [KE](#)
SUBJECT: COUNTRY CLEARANCE GRANTED FOR USAID/DCHA/OFDA
TRAINERS

¶1. Embassy grants country clearance to Kenya for the visit of USAID/DCHA/OFDA Trainers Ms. Mary Beth Brennan Seng; Ms. Alisia Kachmar and Ms. Katherine Channell to conduct a workshop on USAID/DCHA/OFDA's Guidelines for Unsolicited Proposals for current and potential partners in East and Central Africa. Ms. Mary Beth Brennan Seng will arrive Nairobi o/a April 18, 2007. Ms. Alisia Kachmar and Ms. Katherine Channell will arrive Nairobi o/a May 6, 2007. Ms. Brennan Seng and Ms. Kachmar will depart Nairobi o/a May 19, 2007. Ms. Channell will depart Nairobi o/a May 22, 2007.

¶2. Country clearance is granted subject to the actual security situation at the time of proposed travel. Per reftel. The embassy switchboard number is 254-20-363-6000 and the after-hours number is 254-20-363-6170. Control officer is Jack Myer, Office telephone 254-20-8622000 ext: 2711; and cell phone 254-722-510540.

¶3. Hotel accommodation has been arranged at the Mayfair Hotel at a cost of U.S.Dollars 149.00 inclusive of taxes. The hotel telephone number is 254-20-3740920, hotel facsimile number is 254-20-3748823, under the following respective reference numbers: (Ms. Brennan: 603716 and 603717; Ms. Channell: 603718 and Ms. Kachmar: 603719). A driver from Express Travel, the Embassy travel agent will meet you after you exit the baggage claim area. If you do not see the driver, inquire at the "Europcar/Express Travel Group" counter. Cost for transport is Dollars 40.00 round trip.

¶4. ICASS TDY charges: Each visitor, regardless of length of stay, must bring/forward fiscal data to pay for direct costs of the visit. Each agency, organization or visiting delegation will be charged for the actual costs attributed to its visit. Direct charge costs include, but are not limited to: airport transportation, accommodations, American and LES staff overtime (for such services as airport expediting, control room staffing, cashier services, drivers), long distance telephone calls, cell phone rentals and cost of actual calls, travel and per diem costs for American or LES staff who accompany the TDY employee on field travel, rental of vehicles and equipment, gasoline and other vehicle maintenance costs, office supplies, cost of goods procured, departure tax and other airport fees. Post will not provide service if fiscal data is not provided for the direct charges.

¶5. For TDYers remaining at post over 30 days, there is a charge for ICASS support services. This charge is for the following ICASS services: Basic Package, CLO and Health Services. The charge per month is approximately \$353. Agencies will not be billed until the accumulated invoice cost for TDY support exceeds U.S. Dollars 2,500 for the fiscal year. If your sponsoring agency is not signed up for ICASS services at post, please be prepared to sign a Memorandum of

Understanding for ICASS support services upon arrival.

¶6. The agency should provide post with a written communication, generated by the traveler's headquarters, that confirms the agency will pay ICASS charges for the TDYer, provides the agency ICASS billing code to which the TDY support charges should be applied, and authorizes the traveler to sign the ICASS invoice generated by the TDY module. Where travel is urgent, the TDYer should bring this documentation with him/her to ensure there are no interruptions in the provision of service. Post will not provide any service to a TDYer staying in excess of thirty days without provision of this documentation before day 31 of the TDY. If you have a sponsoring agency at post, please request that they fill out a TDY introductory memo on your behalf so that it is easier to receive the services you need from the embassy's ICASS service provider. The Medical Unit cannot provide services without the introductory memo with fiscal data.

¶7. Policy for TDYs of 30 days or more: Effective January 1, 2005, American personnel traveling to post on TDY assignments of 30 days or more must have completed mandatory personal security training. The four-day course, "Serving Abroad for Families & Employees (S.A.F.E.)," is available at FSI, or agencies can apply to DS to provide their own equivalent security training. In the country clearance request cable, agencies must provide certification that training for covered employees will be completed prior to travel. For training schedules at FSI contact the

Registrar's Office at 703-302-7143; for the training syllabus contact Dr. Patricia Schofield at 703-302-¶7267. For other agency self-certification, contact DS/T William Armor at 703-205-2816.

¶8. Security assessment:

- There is currently a travel warning in effect for Kenya, which states that "American Citizens should evaluate their personal security in light of continuing terrorist threats and the limited ability of the Kenyan authorities to detect and deter such acts." The U.S. Government continues to receive indications of terrorist threats in the region aimed at American and western interests, including civil aviation, and that the Kenyan government might not be able to prevent such attacks.

- Nairobi is designated a critical threat post for transnational terrorism and crime by the Department of State. All TDY visitors who will be in Kenya for more than 2 weeks are required to attend a security briefing by the RSO at the regularly scheduled security briefing at 9:00 a.m. on Thursdays. Personnel on official USG business are required to stay in RSO approved hotels. You may obtain the list from your sponsoring office.

- Violent crime in Nairobi is sharply rising. Carjacking, in order to commit an armed robbery, is the most common form of crime in Nairobi. In virtually every instance, carjackers use weapons to rob and carjack their victims. Most victims, if they are completely cooperative, are usually released unharmed, with their vehicles. However, victims are sometimes tied up and put in the back seat or trunk of their own car. Criminals who commit these crimes will not hesitate to shoot a victim who is the least bit uncooperative, or may appear to hesitate before complying with their assailant. The RSO recommends that if confronted with a criminal incident, victims acquiesce immediately and quietly. Put your hands where they can be seen and avert your eyes. Though this does not guarantee your personal safety it is more likely you will survive the incident.

- Street crime is particularly bad in downtown Nairobi and Uhuru Park and mission personnel are strongly urged to avoid the downtown area after dark. Throughout the country reports of group attacks and muggings are on the rise. Pickpockets and thieves carry out "snatch and run" crimes on city streets and near crowds. Large public functions are particularly vulnerable to rings of organized thieves. Visitors have found it safer not to carry valuables, but rather to store them in hotel safety deposit boxes or in room safes. The RSO recommends leaving all important documents (passports, plane tickets, etc.) in a hotel safe and not wearing any jewelry on the street. In addition, visitors should avoid hanging a camera around their necks, handbags on the backs of chairs, carrying a protruding wallet, and carrying or showing large amounts of money in public.

- While traveling in vehicles, doors should be kept locked and windows rolled up at all times. Highway bandits are active on roads leading to the border areas and some areas in the northeastern portion of the country require special RSO approval prior to travel.

- The Government of Kenya (and the Mission firearms policy) prohibits the importing and carrying of firearms except for U.S. law enforcement officers engaged in protective security or investigative duties.

19. Internal travel:

- Due to the dangerous driving conditions in Nairobi and in Kenya in general, post policy prohibits TDYers from driving USG or rental vehicles. Waivers may be granted for operational reasons if approved by the RSO and the Front Office. If riding with others or hiring a driver, note that it is inadvisable to travel at night outside well-traveled areas due to the lack of lighting, road signs, and warning signals on broken down vehicles. Many drivers exercise poor judgment and drive too fast. Traffic accidents are common. Public ground transportation in Kenya, particularly after dark, should be avoided for safety and security reasons. Travel via passenger train in Kenya is considered unsafe by the RSO, particularly during the

rainy seasons. The trains and tracks lack routine maintenance and safety checks.

- GSO has contracted with Jim Cab Services to provide additional transportation services for the mission. In the absence of special arrangements for use of official vehicles, TDYers and visitors will be expected to use this service for their transportation requirements. Because TDY transportation is reimbursed as part of the individual's travel expenses, TDYers will pay for their transportation directly to Jim Cab when the services are rendered. Landline numbers for Jim Cab are 712-2565, 712-1205 or 712-0344; cell phone numbers are 0722-711001, 0722-714246 or 0733-735499. Never get into any taxi that has anyone other than the driver in it as carjackers sometimes use taxis to carjack other vehicles.

110. Climate: Weather conditions in Nairobi are sunny and mild year-round with daily temperatures ranging between 50 and 80 degrees Fahrenheit. In April and May, it rains frequently and daytime temperatures are lower. From June through September, dry, but often cloudy, weather persists with cool nights. From October through November there is occasional rain, but most days are sunny and warm.

111. Health: Due to the high altitude, Nairobi is not a malarial area and malaria prophylaxis is not needed; but the risk of malaria outside Nairobi is significant. Therefore, if you are planning to travel outside

Nairobi, particularly to areas below 3,500 feet elevation, it is advisable to begin using oral malarial medication before arrival and for four weeks following departure. In addition, every effort should be made to use insect repellents, proper clothing, and barriers which discourage/prevent mosquito bites. Travelers should also carry immunization records with valid yellow fever immunization as well as being current with other inoculations. The embassy medical unit advises that local tap water is not potable. Bottled water is safe to drink and can be purchased in local hotels, restaurants and grocery stores. Individuals with sickle cell trait should carefully consider the altitude of this post. Short-term (TDY) assignments carry an added risk because of the lack of time for acclimatization. Dehydration and stress from exercise or illness compound the basic risks of high altitude. For more information about sickle cell trait, contact your health unit or the medical clearances section of the Office of Medical Services.

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- Due to the dangerous driving conditions in Nairobi and in Kenya in general, post policy now prohibits TDYers from driving USG or rental vehicles. If riding with others or hiring a driver, note that it is inadvisable to travel at night outside well-traveled areas due to the lack of lighting, road signs, and warning signals on broken down vehicles. Many drivers exercise poor judgment and drive too fast. Traffic accidents are common. Public ground transportation in Kenya, particularly after dark, should be avoided for safety and security reasons. Travel via passenger train in Kenya is considered unsafe by the RSO, particularly during the rainy seasons. The trains and tracks lack routine maintenance and safety checks.
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13. Money matters:

- For better exchange rates, it is recommended that money changing/accommodation exchange be undertaken through our contracted bank, the Commercial Bank of Africa (CBA). CBA has branches in the US Embassy building and the USAID building. CBA's hours of operation are Monday through Thursday, 9 AM to 12 noon and 1 PM to 3 PM; Friday, 9 AM to 12 noon. For TDYers,

CBA will cash up to 500 U.S. dollars per day and will change cash, traveler's checks or personal checks. If you are using personal checks, an exchange application form must be filled in and approved by the Financial Management Officer prior to visiting the bank. Your control officer will provide the form or you may pick up a copy in the Financial Management Center. Certain ATM machines in town will accept US ATM and credit cards.

- Credit cards are accepted at major hotels and restaurants, with VISA and Mastercard being the cards of choice.

- The current rate of exchange is approximately 70 shillings to the U.S. dollar.

¶14. General:

- AEA Morale Store: TDY membership in the American Employees Association (AEA) is available for five U.S. dollars per week or one dollar per day. The AEA Morale Store offers a limited supply of liquor, soda, beer, snacks, Embassy souvenirs, and Kenyan crafts. All products are sold in U.S. dollars. Cash and travelers checks are accepted; no personal checks are accepted.

- APO Use: TDY personnel wishing to use the APO are required to present a copy of their TDY/leave orders to the APO supervisor. Military members must also produce a valid ID card.

- TDY travelers to Nairobi can be given the option to connect to their State Department OpenNet mailbox. Please ask your system administrator for the domain name and the IP address/name of your organization's mail server and confirmation that remote access of your mailbox is possible. Please give our systems office advance notice of the need for remote connection by sending an e-mail with the above information to iscnairobi@state.gov.

¶15. Entry requirements: A visa to enter Kenya is mandatory. This applies to U.S. citizens arriving for any purpose and regardless of type of passport. Travelers may obtain a visa in advance at a Kenyan embassy or consulate. Alternatively, a visa can be obtained at the airport (for a voucherable charge of 50 U.S. dollars if traveling on a non-diplomatic passport, or gratis if traveling with a diplomatic passport), but lines may be long and processing time slow. Evidence of yellow fever immunization is usually requested upon entry to Kenya.

¶16. Departure: Each person departing Kenya (regardless of age or type of passport) must pay a 20 U.S. dollar departure tax payable in Kenya shillings or U.S. dollars, unless it has been included in the price of your ticket. Further, there is 500 Kenya shilling (approximate) departure tax imposed on all domestic flights.

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